



Departmental Quarterly Performance Report

Department Name:

**Office of the
Citizens' Independent Transportation Trust
Reporting Period:
FY 03-04
First Quarter**

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MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

<p>TP2-1:</p> <ul style="list-style-type: none"> Initiated the Smart Commute Program—designed to advance efforts to address the link between housing affordability and transportation costs by promoting homeownership in neighborhoods located near public transit. It rewards those who choose a home located one-quarter mile from a public transit bus stop or one-half mile from a public transit rail station by recognizing a portion of the potential transportation savings and adding it to borrowers' qualifying income—increasing their home-buying power by at least \$10,000 and helping them buy more home for their money. Coordinated all promotional/media activities related to the Smart Commute Program (press event; press releases and kits; brochures, flyers) Updated website (trafficrelief.com) to include link to Geolocator Map, which provides assistance to potential applicants in determining eligibility in program; program website information was provided in English, Spanish and Creole 	<p> <input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>TP2-1</p> <ul style="list-style-type: none"> Hosted the first annual Transportation Conference. The conference was comprised of one main conference session, followed by three concurrent sessions in English, Spanish and Creole, that addressed the different components of the PTP. Approximately 200 people attended. Advertised the conference utilizing radio and print media. Promoted the conference utilizing PTP database (circulation x1200) Prepared and distributed the Annual PTP Newsletter (x10,000). Promoted PTP milestones and CITT activities utilizing radio advertising. Promoted event on website. 	<p> <input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>TP5-2:</p> <ul style="list-style-type: none"> Hosted the 2nd Municipal Workshop to assist municipalities with the compilation of the Five-Year municipal transportation plans. Panelists discussed tax revenue restrictions, audit requirements and reporting processes. Representatives from municipalities with existing transit programs were also present to share their experiences in operating local transit systems. Nineteen municipalities attended the workshop. 	<p> <input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>TP5-3:</p> <p>Contract approval process was approved within desired goal for the following:</p> <ul style="list-style-type: none"> Approved the BCC's action in awarding a contract to provide engineering services for the Metrorail and Phase One Metromover Mid-Life Vehicle Fleet Overhaul and Modernization Project. Approved the BCC's action in awarding a Memorandum of Understanding (MOU) between Miami-Dade County and the City of Hialeah for the NW 62nd Avenue PWD PTP project 	<p> <input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>

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<p>TP5-3</p> <ul style="list-style-type: none"> Approved BCC's action in awarding a contract to Penske Truck Leasing Inc., to provide maintenance of transit vehicles, with lease option. Contract approval process was delayed by 12-days due to documentation not forwarded in time for the CITT review process to occur: 	<p><u> </u> Strategic Plan</p> <p><u> x </u> Business Plan</p> <p><u> </u> Budgeted Priorities</p> <p><u> </u> Customer Service</p> <p><u> </u> Workforce Dev.</p> <p><u> </u> ECC Project</p> <p><u> </u> Audit Response</p> <p><u> </u> Other _____</p> <p>(Describe)</p>
<p>T5-2</p> <ul style="list-style-type: none"> Passed a High Speed Rail resolution recommending that the Board of County Commissioners support legislation opposing the use of current state funds in the Public Transportation or Public Transit portion of the Florida Department of Transportation (FDOT) budget to fund High Speed Rail; or, in the alternative; that the County support the repeal of the High Speed Ground Transportation System amendments should no other funding alternative be identified by the State. 	<p><u> </u> Strategic Plan</p> <p><u> x </u> Business Plan</p> <p><u> </u> Budgeted Priorities</p> <p><u> </u> Customer Service</p> <p><u> </u> Workforce Dev.</p> <p><u> </u> ECC Project</p> <p><u> </u> Audit Response</p> <p><u> </u> Other _____</p> <p>(Describe)</p>
<p>TP5-3</p> <ul style="list-style-type: none"> Recommended to the BCC amending the PTP Bus Service Improvement schedule to incorporate improvements recommended by MDT for the December 7, 2003, Bus Lineup. Posted amendment on website. 	<p><u> x </u> Strategic Plan</p> <p><u> x </u> Business Plan</p> <p><u> </u> Budgeted Priorities</p> <p><u> </u> Customer Service</p> <p><u> </u> Workforce Dev.</p> <p><u> </u> ECC Project</p> <p><u> </u> Audit Response</p> <p><u> </u> Other _____</p> <p>(Describe)</p>
<p>TP5-3</p> <ul style="list-style-type: none"> Recommended to the BCC the cessation of the distribution of surtax proceeds to municipalities that are in non-compliance with their executed Interlocal Agreement, insofar as they have failed to submit the required documentation. Invited municipalities to present their Transportation Improvement Plans before the Project Review Committee. The following municipalities provided presentations during the Quarter: <ul style="list-style-type: none"> Homestead Coral Gables City of Miami Provided technical assistance and technical assistance referrals to municipalities. Transferred Municipal Surtax funds -- a total of \$ 4,445,410. Developed and distributed a "boilerplate" to all municipalities for developing and submitting municipal Transportation Improvement Plans; Posted boilerplate on website. Collected outstanding Interlocal Agreements from municipalities; alerted municipalities of documentation required for compliance. Sent out press releases providing the public with up-to-date information on municipal surtax distribution. 	<p><u> x </u> Strategic Plan</p> <p><u> x </u> Business Plan</p> <p><u> </u> Budgeted Priorities</p> <p><u> </u> Customer Service</p> <p><u> </u> Workforce Dev.</p> <p><u> </u> ECC Project</p> <p><u> </u> Audit Response</p> <p><u> </u> Other _____</p> <p>(Describe)</p>

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TP5-3	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i>
<ul style="list-style-type: none"> Adopted CITT By-Laws. Implemented procedures to expedite the CITT's review and approval of contracts to reduce gaps between the BCC's review and approval process Advertised via print and radio CITT vacancies; provided support staff to Nominating Committee. Results: On December 17, 2003, two new members were sworn in: Mr. Harold Braynon (District 1) and Mr. Herminio Lorenzo (District 13). Two vacancies remained at the end of the Quarter. A total of 18 committee meetings were held during the Quarter. Sent out press releases advertising all CITT related meetings; posted information on website. 	

TP5-3	<input type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i>
<ul style="list-style-type: none"> Approved the PWD Two-Year Plan, setting forth the listing, schedule and cost of PTP public works projects contemplated for implementation in the current and next fiscal years. Conducted project site visits for the following Public Works PTP improvements: <ul style="list-style-type: none"> Widening of NW 170th St from 87th Ave. to 77th Ave. Widening of SW 120th St. from 137th Ave. to 117th Ave. Widening of SW 27th Ave. from US1 to Bayshore Drive Resurfacing and median improvements on S. Bayshore Drive Narrowing of Grand Ave. 	
	<input type="checkbox"/> <i>Strategic Plan</i> <input type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i>
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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
			17	0	0	0	0	0	0	0

Notes:

B. Key Vacancies

OCITT's Executive Director position became officially vacant on October 31, 2003.
Previous incumbent had been on approved leave of absence since October 1, 2003
New Executive Director was appointed effective December 1, 2003.

C. Turnover Issues

None.

D. Skill/Hiring Issues

None.

E. Part-time, Temporary and Seasonal Personnel (Including the number of temporaries long-term with the Department)

Three temporary personnel provide critical staff support. An MDT employee was out stationed with OCITT during this quarter.

F. Other Issues

Resolution of organizational, classification and staffing issues should provide for county personnel in lieu of temporary personnel.

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FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR Actual	Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
PTP Tax	0	150,600	37,650	46,750	37,650	46,750	9,100	31.00%
Interest Income	0	720	180	146	180	146	-34	20.00%
Total Revenue	0	151,320	37,830	46,896	37,830	46,896	9,066	31.00%
Expense								
Personnel	0	1,349	337	0	337	0	-337	0.00%
Other Operating	0	2,217	554	0	554	0	-554	0.00%
Capital	0	0	0	0	0	0	0	0.00%
Transfers to MDT	0	63,164	15,791	0	15,791	0	-15,791	0.00%
Transfer to PWD	0	2,000	500	0	500	0	-500	0.00%
Transfer to Muni.	0	30,120	7,530	4,445	7,530	4,445	-3,085	15.00%
Total Expenses	0	98,849	24,712	4,445	24,712	4,445	-20,267	4.00%
Carryover PTP Funds	0	65,890	26,537	55,870	26,537	55,870	29,333	N/A

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash (for proprietary funds only)

Subfund	Prior Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4
SP 401	0	52,471			
ET420	0	0			
Total	0	52,471			

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

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1. Departmental personnel and operating expenses charged to other funds have not yet been transferred to Fund 420.
2. Transfers to MDT and PWD have not yet been requested or sent to the departments.
3. Transfers to MDT and PWD are based on the Surtax Pro-forna.

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STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

Not applicable.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature
Department Director

Date_____